

GENERAL DEFINITION OF WORK:

Performs complex protective service and intermediate administrative work supervising a division or bureau in the Sheriff's Office; does related work as required. Work may be performed under emergency conditions and involve considerable personal hazard. Work is performed under general supervision. Supervision is exercised over division personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising division or bureau activities; ensuring compliance with rules, regulations and policies; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs, coordinates and supervises the activities of the Patrol, Criminal Investigations, Corrections, Court Services and Administrative divisions; assists with the overall administration of the Sheriff's Office.
- Plans and directs work of Lieutenants, Sergeants, Corporals and Deputies; reviews and coordinates activities of various shifts; conducts briefings to provide staff with information needed to perform their job; provides direction and guidance as needed; evaluates work of subordinate staff; reviews work of subordinate staff.
- Reviews and updates division operating policies and procedures; reviews existing policies and procedures and develops and implements changes as necessary or desirable.
- Assesses training needs; ensures staff receives necessary training and development opportunities; schedules and/or provides in-service training; develops and recommends training programs.
- Prepares a variety of reports for officials and other law enforcement agencies; maintains records.
- Attends meetings with commanders and other agencies; serves as liaison between administration and staff.
- Performs other duties of Deputies as needed; testifying in court; enforcing traffic laws and regulations, etc.
- Engages in public relations and community service activities and events to promote a positive image for the Department and to build cooperative and collaborative relationships.
- Serves as computer system administrator; repairs and installs computers, printers, network equipment, software and hardware; repairs network problems/software problems.
- Supervises major case management; monitors long-term investigations; reviews reports and cases; assigns cases; coordinates resources; conducts investigations and internal investigations.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the rules, regulations and procedures of the department; thorough knowledge of local laws and ordinances; thorough knowledge of the principles and practices of law enforcement; thorough knowledge of the security, rules, regulations and procedures of the department; ability to enforce the law firmly and fairly; ability to carry out oral and written instructions accurately; ability to plan and supervise the activities of subordinate employees; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates; ability to analyze complex law enforcement problems and to adopt quick, effective and reasonable course of action; skill in the use of fire arms.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school and twelve years experience with broad and extensive experience in all major aspects of law enforcement. Skilled in personnel management to include supervision, training, performance evaluation and leadership.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia. Must have the ability to pass a physical.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____

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